



Submit Bids To:
City of Hollywood
2600 Hollywood Boulevard
Hollywood, Florida 33020
Office of City Clerk, Room 221

CITY OF HOLLYWOOD, FLORIDA

INVITATION FOR BID

BIDDER ACKNOWLEDGMENT

Bid Title: Rental of Assorted Vehicles
Bid No.: F-3969-05-JE
Commodity/Service Required: SAME AS ABOVE

Bid must be received prior to 3:00 P.M., Thursday, October 6, 2005, and may not be withdrawn within 90 calendar days after such date and time. Bids received by the date and time specified will be opened in Room 303. All Bids received after the specified date and time will be returned unopened.

Procurement Services Contact: Janice English
Telephone No.: (954) 921- 3345

BIDDER ACKNOWLEDGMENT

THIS FORM MUST BE COMPLETED AND SUBMITTED PRIOR TO THE DATE AND THE TIME OF BID OPENING. THE BID SUMMARY SHEET PAGES ON WHICH THE BIDDER ACTUALLY SUBMITS A BID AND ANY PAGES UPON WHICH INFORMATION IS REQUIRED MUST BE COMPLETED AND ATTACHED WITH THE BID.

Bidder's Name:	Fed. ID No. or SS Number
Mailing Address:	Telephone No.:
	Fax No.:
Indicate type of organization below:	Is the Proposer a City of Hollywood Qualified Local MBE or SBE? Yes <input type="checkbox"/> No <input type="checkbox"/>
Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other	Certifying Agency:
Bid Guarantee is attached in the amount of \$	Delivery: Calendar days after receipt of order
Reason for No Bid:	Payment Terms:

CHECK BOX BELOW TO ACKNOWLEDGE THIS BID.

The undersigned bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I certify acceptance of this bid's terms, conditions, specifications, attachments and addenda. Further, by checking the Agree box listed below, pages 2 through 4 are acknowledged and accepted as well as any special instruction sheet(s) if applicable. I am authorized to bind performance of this bid for the above bidder.

Agree ☐

Authorized Name

Title

Date

CITY OF HOLLYWOOD

TERMS AND CONDITIONS

1. **Execution of Bid:** Bid must contain an original signature of an individual authorized to bind the bidder. Bid must be typed or printed in ink. All corrections made by the bidder to the bid must be initialed by the person signing the bid. All illegible entries, pencil bids or corrections not initialed will not be tabulated. The original bid conditions and specifications cannot be changed or altered in any way. Altered bids will not be considered.
2. **No Bid:** If not submitting a bid, respond by returning this Bidder Acknowledgment form, marking it "NO BID," no later than the stated bid opening date and hour, and explain the reason in the space provided. Failure to respond without sufficient justification may be cause for removal of the bidder's name from the bid mailing list.
3. **Bid Opening:** Shall be public, on date, location and time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of opening. Bids which for any reason are not so delivered, will not be considered. It is the bidder's responsibility to assure all numbered pages of the bid, all attachments thereto and all addenda released are received prior to submitting a bid. All bids are subject to the conditions specified herein on the attached bid documents and on any addenda issued thereto.
4. **Addenda to Bid:** The City of Hollywood reserves the right to amend this bid prior to the bid opening date indicated. Only written addenda will be binding. The City is not bound by any oral representations, clarifications, or changes made in the written specifications by the City's employees, unless such clarifications or changes are provided to bidders in written addendum form.
5. **Prices Quoted:** Deduct trade discounts and quote firm net prices. Give both unit and extended total. Prices must be stated in units to quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the unit price quoted will govern and the total will be adjusted accordingly. All prices quoted shall be F.O.B. destination, freight prepaid. (Bidder pays and bears freight charges. Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Cash discounts for prompt payment will not be considered in determining the lowest net cost for bid evaluation purposes.
6. **Withdrawal of Bids:** Bidders may request withdrawal of bid submittal prior to the scheduled bid opening time provided the request for withdrawal is submitted to the Director of Procurement Services in writing. No bids may be withdrawn for a period of ninety (90) days after the date of bid opening.
7. **Mistakes:** Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk.
8. **Taxes:** The City of Hollywood is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the City of Hollywood. Contractors doing business with the City shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City nor shall any contractor be authorized to use the City's tax exemption number in securing such materials.
9. **Delivery:** Unless actual date of delivery is specified (or if specified delivery can not be met) show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the user, Monday through Friday, excluding holidays, unless otherwise specified and incorporated into contract document. Delivery shall be to the location specified in the bid specifications.
10. **Conditions and Packaging:** Unless otherwise stated in the special instructions to bidders or the bid sheets, or specifically ordered from an accepted price list, deliveries must consist only of new and unused goods and shall be the current standard production model available at the time of the bid. The goods must be suitably packaged for shipment by common carrier. Each container or multiple units or items otherwise packaged shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier, purchase order number and any other markings required by specifications, or other acceptable means of identifying vendor and purchase order number.
11. **Inspection, Acceptance & Title:** Inspection and acceptance will be at destination unless otherwise provided. Title to or risk of loss or damage to all items shall be the responsibility of the successful bidder until acceptance by the buyer, unless loss or damage results from negligence by the buyer. If the materials or services supplied to the City are found to be defective or not conforming specifications, the City reserves the right to cancel the order upon written notice to the seller and return product at bidder's expense.
12. **Safety Standards:** All manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards thereunder.
13. **Open-End Contract:** No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any open end contract. Estimated quantities will be used for bid comparison purposes only. The City of Hollywood reserves the right to: issue purchase orders as and when required, or issue a blanket purchase order for individual agencies and release partial quantities. No delivery shall become due or be acceptable without a written order by the City, unless otherwise provided in the contract. Such order will contain the quantity, time of delivery and other pertinent data. However, on items urgently required, the seller may be given telephone notice, to be confirmed by an order in writing.
14. **Contract Period (Open-End Contract):** The initial contract period shall start with the expiration date of the previous contract or date of award, whichever is latest, and shall terminate one (1) year from that date, unless otherwise stated within the specifications. The contractor will complete delivery, and the City will receive delivery on any orders mailed to the contractor prior to the date of expiration. The Director of Procurement Services may renew this contract subject to vendor acceptance,

satisfactory performance and determination that renewal will be in the best interest of the City. Notification of Intent to Renew will be mailed sixty (60) to one-hundred fifty (150) calendar days in advance of expiration date of this contract. All prices, terms and conditions shall remain firm for the initial period of the contract and for any renewal period unless subject to price adjustment specified as a "special condition" hereto. In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Director of Procurement Services. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

15. **Fixed Contract Quantities:** Purchase order(s) for full quantities will be issued to successful bidder(s) after notification of award and receipt of all required documents. Fixed contract quantities up to twenty (20) percent of the originally specified quantities may be ordered prior to the expiration of one (1) year after the date of award, provided the contractor agrees to furnish such quantities at the same prices, terms and conditions.
16. **Payment**
 - A. **Payment from City to Contractor:** Payment will be made by the City after commodities/services have been received, accepted and properly invoiced as indicated in contract and/or order. Invoices must bear the purchase order number.
 - B. **Payment from Contractor to Subcontractor and Materials Supplier:** When a contractor receives from the City of Hollywood any payment for contractual services, commodities, materials, supplies, or construction contracts, the contractor shall pay such moneys received to each Subcontractor and Material Supplier in proportion to the percentage of work completed by each Subcontractor and Material Supplier at the time of receipt. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the Subcontractors and Material Suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to Subcontractors and Material Suppliers within fifteen (15) working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the Subcontractors and Material Suppliers a penalty in the amount of one percent (1%) of the amount due, per month, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed. Retainage is also subject to the prompt payment requirement and must be returned to the Subcontractor or Material Supplier whose work has been completed, even if the prime contract has not been completed. The Contractor shall include the above obligation in each subcontract it signs with a Subcontractor or Material Supplier.
17. **Manufacturer's Name and Approved Equivalents:** Manufacturer's names, trade names, brand names, information and/or catalog number listed in a specification are for information and establishment of quality level desired and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid complete descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The City of Hollywood reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on goods identical to bid standard, and he will be required to furnish such goods.
18. **Variations to Specifications:** Bidder must indicate any variance to our specifications, terms and/or conditions, no matter how slight. If variations are not stated in the Bid, it will be assumed that the product or service fully complies with our specifications, terms and/or conditions. The City will not interpret variances based on any attached sales or manufacturer's literature unless otherwise specified herein by the City.
19. **Interpretations:** Any questions concerning conditions and specifications shall be directed in writing to the Procurement Division. No interpretation(s) shall be considered binding unless provided to all Bidders in writing by the Director of the Procurement Services.
20. **Awards:** If a specific basis of award is not established in the invitation for Bid, the award shall be to the responsible bidder with the lowest responsive bid meeting the written specifications. As the best interest of the City may require, the right is reserved to make award(s) by individual commodities/services, group of commodities/services, all or none or any combination thereof. When a group is specified, all items within the group must be bid. A bidder desiring to bid "No Charge" on an item in a group must so indicate, otherwise the bid for the group will be construed as incomplete and may be rejected. However, if bidders do not bid all items within a group, the City reserves the right to award on an item by item basis. When a group bid is indicated for variable quantities and the bid for the group shows evidence of unbalanced bid prices, such bid may be rejected. The Director of Procurement Services, or the City Commission, whichever is applicable, reserves the right to waive technicalities and irregularities and to reject any or all bids, or any part of any bid.
21. **Warranty:** The bidder should specify any warranty applicable to the items bid, and attach any applicable warranty form.
22. **Samples:** Samples of items, when required, must be furnished by bidder free of charge to the City. Each individual sample must be labeled with bidder's name, manufacturer's brand name and be delivered by him within ten (10) calendar days of the bid opening unless the schedule indicates a different time or unless submission is required before the bid opening. If samples are required subsequent to the bid opening, they should be delivered within ten (10) calendar days of the request. The City will not be responsible for returning samples.
23. **Patents and Royalties:** The bidder, without exception, shall indemnify and save harmless the City and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

24. **Assignment:** Contractor shall not transfer or assign the performance required by this bid without the prior written consent of the Director of Procurement Services. Any award issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the Director of Procurement Services.
25. **Indemnification:** The Contractor shall indemnify, hold harmless, and defend the City of Hollywood, its officers, agents and employees from and against any and all claims, damages liability, judgements or causes of action including costs, expenses and attorneys fees incurred as a result of any error, omission or negligent act by the Contractor its officers, employees, agents, subcontractors or assignees arising out of this bid.
26. **Equal Employment Opportunity:** No Contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex or National origin, or physical or mental handicap if qualified. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, color, sex or National origin, or physical or mental handicap. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The Contractor further agrees that he/she will ensure that Subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.
27. **Local Minority Business Enterprise and Local Small Business Enterprise Participation:** The City of Hollywood is strongly committed to ensuring the maximum participation of qualified Local Minority Business Enterprises (MBEs) and qualified Local Small Business Enterprises (SBEs) in the performance of all aspects of contracting and subcontracting opportunities that become available as the result of the City's negotiation of any agreement.
- In this regard, the City of Hollywood, its Contractors, Bidders and Proposers will take all necessary and reasonable steps to ensure that local qualified local minority business enterprises and qualified local small business enterprises have the maximum opportunity to compete for and perform such contracts and subcontracts and provide material supplies for such contracts and subcontracts in accordance with the City's Local Minority Business Enterprise (MBE) and Local Small Business Enterprise (SBE) Program (Exhibit A).
28. **Local Preference:** The City pursuant to its Purchasing Authority shall grant a preference in the amount of five percent (5%) up to \$100,000 and two percent (2%) thereafter of the Bid price to vendors whose business location is within Hollywood, Florida. The Vendor shall have the burden of demonstrating that it maintains an office or other site where it operates, conducts, engages in or carries on all or a portion of its business within Hollywood, Florida.
29. **ADA Compliance:** "Persons with disabilities who require reasonable accommodation to participate in City Programs and/or services may call the Equal Opportunity Manager, Office of Human Resources and Risk Management (954) 921-3218. If an individual is hearing or speech impaired, please call Florida Relay Service 1-800-955-8771.
30. **Public Entity Crimes:** "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."
31. **Protest:** Notice of intent to award a contract will be posted for review by interested parties in the Procurement Office or on the City's website at www.hollywood.org no later than five (5) business days after the award of a contract. Any actual or prospective bidder who is aggrieved in connection with the pending award must file a written protest within five (5) business days after the posting date, in accordance with the City of Hollywood's Purchasing Ordinance Section 38.51, or any right to protest is forfeited.
32. **Disclosure Statement:** Vendor shall disclose below, to the best of his or her knowledge, any City of Hollywood officer or employee, or any relative of any such officer or employee as defined in Section 112.3135, Florida Statutes, who is an officer, partner, director or proprietor of, or has a material interest in the vendor's business or its parent company, any subsidiary, or affiliated company, whether such City official or employee is in a position to influence this procurement or not.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Hollywood Purchasing Ordinance.

Name	Relationship
_____	_____
_____	_____

In the event the vendor does not indicate any names, the City shall interpret this to mean that no such relationship exists.

**BID FORM
CITY OF HOLLYWOOD, FLORIDA**

"AN EQUAL OPPORTUNITY AND SERVICE PROVIDER AGENCY"

The City of Hollywood, Florida is seeking bids for the rental of automobiles and light trucks, with full maintenance and repairs included in firm price bid, as specified herein.

GENERAL REQUIREMENTS

The bids must be filled in with concise and accurate information. If bidder has any exceptions to the City's specifications, terms or conditions, such exceptions must be stated in writing and attached to your bid.

If the bidder requires the City to execute a rental agreement, a copy must be submitted with the bid document for approval by the City Attorney prior to award; otherwise the bid document and the City's blanket purchase order will be the rental agreement between both parties.

TERMS

The initial agreement period will be for three (3) years, beginning upon date of award or expiration of current contract, whichever is later. The City may renew this contract for an additional three (3) year period, subject to vendor acceptance, satisfactory performance and the determination by the City Commission that renewal will be in the best interest of the City. All prices shall remain firm for the initial three (3) year period. Vendor may request a price increase for any subsequent renewal period by submitting a fully documented request at least ninety (90) days prior to expiration of the Agreement. Request for increase may not exceed five percent (5%) per year and shall be based upon the latest All Urban Consumers Price Index (CPI-U) as published by the U.S. Department of Labor, Bureau of Labor Statistics compared to the index of the same month of the prior year.

The City of Hollywood reserves the right to terminate this Agreement at any time with or without cause.

The City of Hollywood will supply all license plates for the vehicles and shall incur no cost for plates issued to the vendor as part of the required vehicle registration. The City of Hollywood is exempt from taxes imposed by State and/or Federal Government.

VEHICLES TO BE PROVIDED

The City requires a very high degree of flexibility, both as to fleet size and as to rotating that fleet constantly, and with full maintenance and repairs included.

The Bidder must be able to provide a full selection of cars, wagons, vans and light trucks. Besides vehicles manufactured by U.S.A. companies, the City also desires that a selection of foreign manufactured vehicles be offered. All vehicles provided must be equipped with top of the line options as offered by the manufacturer. Vehicles to be identified as falling into categories of compact, mid-size, full-size and luxury classifications, with pricing of those categories. **It is desired that the bidder provide for exchange of vehicles within the pricing groups at any time. If at any time a vehicle is disabled due to mechanical or accidental reason, a replacement or exchange vehicle must be issued immediately.** A wide variety of vehicles are to be made available both as to make and model, and all makes and models are to be provided in a wide variety of colors, at no additional cost to the City.

MAINTENANCE

The contractor must maintain the vehicles provided under this program, both as to all mechanical repairs and all routine maintenance, including tires, oil, and lube, at no additional cost to the City. Copies of the maintenance/service records of all vehicles rented under this agreement(s) must be made available to the City at any time. To facilitate quicker service, the location for maintenance must be located reasonably close to the City of Hollywood.

The contractor shall provide notification pursuant to vehicle maintenance schedules. When a program vehicle is down for any type of required service, a replacement or loaner vehicle is to be provided immediately. In the event of an accident, a loaner or exchange vehicle must be provided during the period in which required process is being completed, as well as the time period that the program vehicle is being repaired. No additional cost to the City shall be incurred for loaner or exchange vehicles during these periods.

Any vehicle identified by the City as requiring beyond industry standard maintenance shall be replaced, regardless of mileage limitations.

For any vehicle becoming disabled and requiring towing service, the contractor shall make the arrangements for towing, and all charges for the service shall be the responsibility of the contractor. Towing service charge due to accidents shall be the responsibility of the one responsible for said accident.

INSURANCE

The City of Hollywood will insure all vehicles provided under this agreement for all causes. The City of Hollywood will pay all claims and losses of any nature whatsoever in connection therewith and shall defend all suits or causes of action in the name of the contractor where applicable. The City of Hollywood shall be responsible for any and all physical damage to a vehicle under this agreement regardless of fault and subrogation rights if any will be assigned.

As an option, we are also requesting pricing under each group to include "rental car protection" insurance, without third party damages and with third party damages.

MILEAGE LIMITATION

No mileage charges should be anticipated by this bid. Vehicles reaching a reasonable annual equivalent mileage (i.e., eighteen thousand (18,000) miles) or any vehicle approaching said mileage limitation will be returned, and a replacement vehicle is to be issued.

Driving vehicles out of state for investigations or training may be occasionally requested.

VEHICLE USE

It is understood and agreed that vehicles rented under this agreement are intended for undercover investigation and surveillance. Vehicles rented under this agreement are not intended for use as traffic control and enforcement vehicles nor are they intended for use in chase and apprehension or transportation of suspects under arrest. It is further understood that a situation may occur outside the control of either the City of Hollywood or the contractor which may require emergency use of a vehicle in a non-anticipated use.

CONFIDENTIALITY

Given the nature of the use of these vehicles, the contractor will be required to insure total confidentiality pursuant to the user of said vehicles.

BILLING AND PAYMENT

The City of Hollywood will issue a blanket purchase order to cover orders under this agreement.

The contractor will invoice the City on a monthly basis. Invoices shall be clearly marked indicating the time frame and group for each of the vehicle(s) rented. Each invoice submitted to the City shall be departmentalized. Grouping of various departments on same invoice will not be accepted, as this will delay the payment process. Payment will be made to the vendor within thirty (30) days following receipt of correct invoices by the City.

When vehicles are returned, an inspection shall be done at this time and notification given for any damages that will be billed.

MODIFICATION OF VEHICLES

The City of Hollywood may, at its own expense, apply tinting to the windows of any rented vehicle. The City may also, at its own expense, install any electronic equipment it may deem necessary, providing said installation shall cause no permanent damage to vehicles (i.e., holes in sheet metal or dashboard area of vehicle).

QUANTITIES

The City of Hollywood reserves the right to increase or decrease the quantity of vehicles during the term of the agreement(s). The quantities stated herein are for the quantities as in use presently by the City of Hollywood. Even though no quantities are stated under several groups, a firm monthly rental price is requested, as there might be a need for vehicles under those groups by the City of Hollywood in the future, and vehicles under those groups might be required by other governmental entities that wish to utilize this bid, if the bidder agrees to extend to other governmental entities as requested.

EXTEND AGREEMENT TO OTHER GOVERNMENTAL ENTITIES

The undersigned Bidder will extend the same prices, terms and conditions to other Governmental Entities located within the South Florida area during the period covered by this agreement, if requested:

YES _____ NO _____

VEHICLE GROUPS

The following are samples of types and models of vehicles and their respective grouping, which the City feels should be addressed in bidding on this agreement.

- Group I: Ford Focus, Toyota Camry, Oldsmobile Alero, Pontiac Grand Am, Oldsmobile Cutlass, Nissan Altima, Chevrolet Malibu, Chevrolet Lumina, Chevrolet Cavalier, Toyota Corolla, Nissan Sentra, Ford Escort, Hyundai Elantra, Hyundai Sonata, Ford Contour
- Group II: Nissan Maxima, Pontiac Grand Prix, Pontiac Bonneville, Buick Century, Oldsmobile Intrigue, Oldsmobile Delta 88, Chevrolet Monte Carlo, Mercury Cougar, Buick Regal, Ford Taurus, Chevrolet Impala, Oldsmobile Aurora, Cadillac Catera, Ford Crown Victoria, Mercury Marquis, Buick Riviera, Toyota Avalon, Toyota Solara, Buick Park Avenue, Ford Mustang Convertible, Ford Mustang Hard Top, Chevrolet Cavalier Convertible, Pontiac Sunfire Convertible, Chevrolet Camaro, Pontiac Firebird, Ford Explorer, Nissan Pathfinder, Isuzu Rodeo, Chevrolet Blazer, Dodge 1500 Pick-Up, Chevrolet 1500 Pick-Up, Ford F150 Pick-Up, Ford Ranger, Chevrolet Venture Mini-Van, Pontiac Montana, Nissan Quest, Ford Windstar, Chevrolet S-10 Pick-Up
- Group III: Chevrolet Suburban, Chevrolet Tahoe, Ford Expedition, Cadillac Sedan De Ville, Cadillac Seville, Lincoln Town Car

BID FIRM RENTAL CHARGE per month for all models bid in each group.

- 1) **GROUP I:** An estimated quantity of twenty (20) vehicles will be selected from this group.

Firm rental price per month, per vehicle without insurance:

\$ _____

with insurance without third party coverage:

\$ _____

with insurance with third party coverage:

\$ _____

Models to be furnished by Bidder, if awarded a contract. Be specific as to models and equipment provided, as this may be a determining factor in award.

- 2) **GROUP II:** An estimated quantity of twenty (20) vehicles will be selected from this group.

Firm rental price per month, per vehicle without insurance:

\$ _____

with insurance without third party coverage:

\$ _____

with insurance with third party coverage:

\$ _____

Models to be furnished by Bidder, if awarded a contract. Be specific as to models and equipment provided, as this may be a determining factor in award.

- 3) **GROUP III:** A limited number of vehicles may be selected from this group based on City's need and/or emergency operations.

Firm rental price per month, per vehicle without insurance:

\$ _____

with insurance without third party coverage:

\$ _____

with insurance with third party coverage:

\$ _____

Models to be furnished by Bidder, if awarded a contract. Be specific as to models and equipment provided, as this may be a determining factor in award.

BIDDER TO STATE location of service facilities to maintain vehicles as specified herein during any resulting agreement period.

BIDDER TO STATE company name and telephone number to call for twenty-four (24) hours per day, seven (7) days per week road/towing service.

BIDDER TO STATE minimum mileage for replacement vehicle to be issued as outlined on page six (6) of this bid document under "**Mileage Limitation.**"

_____ Miles

BIDDER'S NOTE: Award of any bid will require that the successful bidder ensure that a properly completed Vendor Registration Form is on file with the City.

HOLD HARMLESS AND INDEMNITY CLAUSE:

(Company Name)

,the contractor shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

(Company Name)

further certifies that it will meet all insurance requirements of the City of Hollywood and agrees to produce valid, timely certificates of coverage.

PLEASE RETURN AN ORIGINAL AND THREE COPIES OF ENTIRE BID DOCUMENT IF NOT SUBMITTING BID ON-LINE.



F-3969-05-RD

EXHIBIT A

Tabulation of Subcontractors and Material Suppliers

The undersigned states that the following is a complete list of the proposed Subcontractors and Material Suppliers on this Project and the class of work to be performed by each, and that such list will not be added to nor altered without written consent of the City of Hollywood. Please add more lines if necessary.

Must provide

Percentage or Price of
Work/ Materials
to complete work

Subcontractor Name and Address

Class of Work or Material

(Check appropriate Business Type)
Local Minority Business Local Minority Business Other Business

1.									
2.									
3.									
4.									

Material Suppliers Name & Address

Supply/ Material

(Check appropriate Business Type)
Local Minority Business Local Minority Business Other Business

1.									
2.									
3.									
4.									

Company Name:

Date:

By: _____
Title: _____

Completion and submission of this form with the bid is
mandatory for bid to be considered responsive!



EXHIBIT B

**LOCAL MINORITY BUSINESS ENTERPRISE AND LOCAL SMALL BUSINESS ENTERPRISE
UNAVAILABILITY FORM**

I, _____
(Name and Title)

of _____

certify that on the _____ Day of _____ 20____

I invited the following qualified local business CONTRACTOR(s) bid work items to be performed in the City of Hollywood. **(Attach all relevant documentation to verify bid opportunities provided to qualified local businesses.)**

Qualified Local MBE/SBE Contractor Name and Address	Work/Material Supplier Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)	Qualified Local MBE/SBE RESPONS E (1, 2 or 3)	Qualified Local MBE/SBE Telephone Number

**QUALIFIED LOCAL MINORITY BUSINESS ENTERPRISE AND QUALIFIED LOCAL SMALL
BUSINESS ENTERPRISE CONTRACTOR(s) RESPONSE:**

- 1 - Did not bid in response to the invitation
- 2 - Submitted a bid which was not the low responsible bid
- 3 - Specify other



City of Hollywood, FL
Subcontractor and Material Supplier Payment Certification

(Check the category that applies to this certification. One form to be completed for each Subcontractor and Material Supplier)

- a. ☐ Local SBE Subcontractor/Material Supplier
b. ☐ Local MBE Subcontractor/Material Supplier
c. ☐ Other Subcontractor/Material Supplier

Release of Lien information (agrees with) ☐ or (does not come from) _____ Payment Application.

Amount of Contract with Subcontractor ☐ or Material Supplier ☐ \$ _____

Amount Paid to Date \$ _____ Percentage Paid to Date _____

This is to certify that _____
(Subcontractor of Material Supplier)

Received Partial ☐ or Final ☐ payment in the amount of \$ _____ on _____
(actual amount) (date)

from _____ for labor ☐ or materials ☐ used on
(Name of Prime Contractor)

(Contract/Project Name)

(Contract/Project Number)

Printed _____ Signed _____
(Prime Contractor Official)

Sworn to and subscribed before me this _____ day of _____ A.D., 20 _____

(Notary Public)

Commission Expires

Notary Seal

Printed _____ Signed _____
(Official of Subcontractor or Material Supplier of over \$1,000 value)

Sworn to and subscribed before me this _____ day of _____ A.D., 20 _____

(Notary Public)

Commission Expires

Notary Seal

Due: Contractor shall provide a partial released of lien for each subcontractor and/or material supplier for amounts over \$1,000 based on the current schedule of values as attached to each Application and Certificate for Payment. This partial release of lien shall include the percentage of work completed this period and be provided to the City of Hollywood the earlier of 30 days after payment made to prime contractor or prior to the next payment request by the prime contractor

NOTE: If the Contractor without reasonable cause fails to make payment to Subcontractors and/or Material Suppliers within 15 working days after receipt by the Contractor of full or partial payment, the Contractor shall pay the Subcontractor and/or Material Supplier a penalty in the amount of one percent (1%) of the amount due, per month, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to the actual payments owed.